

**INTERNATIONAL HYDROGRAPHIC
ORGANIZATION**

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NAUTICAL CARTOGRAPHY WORKING GROUP

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NCWG Letter: 03/2018

UKHO ref: HA317/010/031-14
Finnish ref: LIVI/94/00.03.01/2018

Date 30 May 2018

Subject: 4th NCWG meeting, 6-9 November 2018, in The Hague, Netherlands

Dear Colleagues

As stated in NCWG Letter 07/2017, I accepted an offer from the Netherlands to meet during the week commencing 5 November 2018. The NCWG meeting will commence on Tuesday 6 November 2018 at 0930 (0900 on other days) and is scheduled to close not later than lunchtime on Friday 9 November (planned finish 1630 on other days).

NCWG3 Actions

I have included at **Annex A** the current status of the Actions from NCWG3 (and a few left over from earlier meetings). I would be grateful if you would review these and advise the Secretary as soon as possible of any updates to actions which are allocated to you, or to the WG in general.

Agenda

I have included an outline draft agenda at **Annex B**, which mainly consists of our standing items, plus items noted during the year. Those items from WG members have the lead member nation indicated in bold; please let the Secretary and myself know as soon as possible whether you are content for these to be on the agenda.

In order to maximise the value of the meeting, I encourage you to propose your own topics of interest as soon as possible. Perhaps there are subjects that you are currently reviewing within your own office, which would benefit from input from a wider viewpoint. This time I would be also especially glad to see proposals that would make paper chart production more efficient by, for example, reducing the manual editing time required.

Please note that the invitation to submit topics equally applies to those WG members who are unable to attend the meeting, provided they are accompanied by sufficiently detailed explanatory notes.

Additionally, you may consider submitting a report of any activities or issues regarding chart standardization which might be of interest to the NCWG (as an INF paper at item 12 at Annex B).

NCWG4 papers

I have also included at **Annex C** the 'Recommended format for Submission of Proposals to NCWG4'. It would be helpful if you could use this as a guide for your submissions. We will arrange to post meeting documents on the IHO website: go to www.iho.int and follow the links: Committees & WG / NCWG / Meetings. You may also find it useful to refer to submissions made to previous meetings (available in

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the same place) and to the guidance at Committees & WG / HSSC / Instructions for Submission of Reports and Proposals. These should be submitted at least 7 weeks before the meeting. This allows for follow-up submissions at least 3 weeks before the meeting. Follow-up submissions may:

- (1) raise alternative proposals for consideration,
- (2) propose substantial amendments to proposals, or
- (3) provide comments from those delegates unable to attend a meeting.

Please provide all submissions to the Secretary in Microsoft Word format.

Logistics Information and Registration

The meeting will be held in the city of The Hague. Detailed logistics information, including exact venue etc., will be provided later during the summer.

Please register for the meeting as soon as possible, using the 'Online Registration' page on the IHO website. Note that you will need to create a user account if you have not already done so: use the link from the NCWG4 documents page, click 'Login' and then 'Create User Account'.

Timetable summary

In conclusion, the sequence of events requiring your action is:

As soon as possible:

- Advise the Secretary of the latest status of outstanding NCWG action items allocated to you (see Annex A).
- Advise the Secretary of subjects for the NCWG4 agenda (see Annex B).

As soon as possible and before 18 September 2018:

- Submit explanatory notes (ENs) for new items and any agenda items for which you are designated as lead (see Annexes B and C).
- Register for the meeting.

I look forward to another productive NCWG meeting, which will provide the opportunity for us to enhance our NCWG activities and to discuss important issues which cannot readily be progressed by correspondence. The meeting also provides a valuable opportunity to share our knowledge, experience and practices in nautical cartography to the benefit of us all when we return to the challenges in our own hydrographic offices. Some will be renewing professional acquaintances and I hope the attendance of new members will further strengthen the NCWG. I encourage you to attend if you possibly can.

Yours sincerely,



Mikko Hovi,
Chair NCWG

Annex A: Status of NCWG Actions (at 24 May 2018)

Annex B: Draft Agenda for 4th NCWG Meeting

Annex C: Recommended format for Submission of Proposals to NCWG4

Status of NCWG Actions at 24 May 2018**RETAINED ACTIONS from CSPCWG11/NCWG1**

No	NCWG1 Agenda item	NCWG1 Action	Delegate	Status
7	4.4	Colby Harmon to progress the action about a revised definition for ED (in place of WG10 Action 25)	Colby Harmon	

RETAINED NCWG2 ACTIONS

No	NCWG2 Agenda item	NCWG2 Action	Delegate	Status
20	8.6	Chair to discuss DQ options with Ron Furness (ICA)	Chair	
24	8.9	Chair to propose changes to definitions for seagrass and seaweed in S-32 to HDWG (and consider whether any related definitions, such as kelp, need adjusting). Note from NCWG3: Additionally, to monitor HDWG's processing of NCWG2/4 on the agreed revised definitions of height, elevation and altitude.	Chair	

No	NCWG3 Agenda item	NCWG3 Action	Delegate	Status
1.	3	Secretary to produce draft report of NCWG3 by end of June 2017, for participants to approve. Draft to participants 20 June. Final report distributed 13 July.	Secretary	Completed
2.	3	Secretary to send letter advising WG members about venue and date of next meeting 6 months ahead, ask for agenda items and offer for Chair to intervene on budgetary requirements if necessary. 6-9 November 2018 in NL (See NCWG Letters 02 & 07/2017).	Secretary	Completed
3.	3	Chair to share list of possibly required symbols for S-101 among volunteers (IT, TR, DE, FI, US-NOAA, US-NGA) and to check latest S101 data quality model is included in the list.	Chair	
4.	3	WG members to advise IHO Sec of any NMs produced not including English translation. UK (Rodwell) sent list 8 June	All	

5.	3	UK to define the freedom for using UKHO symbol sets.	UK	
6.	4.4	Secretary, Chair and IHO (Sec) to review all IHO Resolutions associated with NCWG activities with a view to cancelling them, or absorbing them into the appropriate standard.	Secretary, Chair, IHO(Sec)	In progress
7.	4.4	On request from Chair DQWG prior to HSSC9, Chair NCWG to consider on a case by case basis, the work items from DQWG Work Plan that might be transferred to NCWG.	Chair	Overtaken by events. Completed
8.	5	Chair to include changes to NCWG TOR in report to HSSC9. <i>Approved by HSSC9, updated on IHO web.</i>	Chair	Completed
9.	6.1	Chair/Secretary to draft NCWG Letter outlining the options of the purpose and how to establish such a 'bulletin' system for further consideration by the whole WG. <i>NCWG Letters 02 & 07/17. Included in Procedures. Draft bulletins page to Chair/IHOsec 11/01/18</i>	Chair, Secretary	Completed
10.	6.1	Chair/Secretary to draft NCWG Letter adding a paragraph to procedures about issuing an 'invitation to meeting' letter about 6 months in advance of the NCWG meetings, to allow time for budget and visa approvals and also invite suggestions for subject matter. <i>NCWG Letters 02 & 07/17.</i>	Chair, Secretary	Completed
11.	6.1	IHO(Sec) to upload revised NCWG procedures to IHO website.	IHO(Sec)	Completed
12.	7.2	Colby Harmon to circulate draft 'table of contents' of the report into the future of paper charts list to WG members for information. <i>By email 16 August 2017</i>	Colby Harmon	Completed
13.	7.2	WG members to feedback on table of contents to Colby Harmon by 15 Sept 2017	All	
14.	7.2	Colby Harmon and Jackie Barone to assign areas of work to volunteers (US-NGA, US-NOAA, IT, CA, UK, ESRI, IHO Sec, Chair).	Colby Harmon Jackie Barone	
15.	7.3	NCWG reps to 'Vizualization' workshop to report back to NCWG on agreed protocol for seeking advice from NCWG	Chair, Colby Harmon,	
16.	7.7	Chair to augment draft ENCWG T&PNM document and circulate to WG members for review	Chair	
17.	8.1	Secretary to include clarification on option to use a range of colours for floodlighting symbol in next edition of S-4. <i>NCWG Letters 03 & 08/17.</i>	Secretary	Completed

18.	8.2	Secretary to draft letter explaining the proposals to extend the use of the yacht/small craft symbol in more detail and allow WG members to consider and vote as appropriate. NCWG Letters 04/17 & 02/18	Secretary	Completed
19.	8.3	Secretary to check that S-4 has nothing contradictory on cables to Res.4/1967 (as amended by IHO-A1). NCWG Letters 03 & 08/17	Secretary	Completed
20.	8.4	Chair to report back to DE and HSSC that the concept of gridded data quality proposed by DE was discussed and considered viable as a basis for further development. Reported at HSSC9	Chair	Completed
21.	8.5	IHO(Sec) to check the UOC concerning contour lines and advise ENCWG if there is a need for some revision.	IHO(Sec)	In progress
22.	8.6	Secretary to draft amendments to S-4 for islet/above water rock symbol and circulate to WG members for review. NCWG Letters 03 & 08/17	Secretary	Completed
23.	8.7	Secretary to draft clarification to S-4 B-431.2 to provide guidance on the depiction of anchor berth swinging circles and circulate to WG for review. NCWG Letters 03 & 08/17	Secretary	Completed
24.	8.8	All to consider joining the 'Improvement of ECDIS display' sub-group and advise Chair.	All	Completed
25.	8.8	Chair to inform FR coordinator of 'Improvement of ECDIS display' group of participants from NCWG.	Chair	Completed
26.	8.10	Secretary to add clarification to S-4 B-254 that 'other charts' may include limits of larger scale ENC coverage and circulate to WG members for review. NCWG Letters 03 & 08/17	Secretary	Completed
27.	9.1	Secretary to prepare revision consequent on Res. 3/1919 (2017) for next edition of S-4 for HSSC10 and note possible changes to H20 for INT1subWG to consider. NCWG Letters 04/17 & 02/18	Secretary	Completed
28.	9.2	Secretary to prepare deletion of 'Loran' section for next edition of S-4 for HSSC10. NCWG Letters 04/17 & 02/18	Secretary	Completed
29.	9.3	Secretary to draft change to S-4 to allow use of decimals of degrees for magnetic variation and circulate to WG members for review. NCWG Letters 04/17 & 02/18	Secretary	Completed

30.	9.3	Secretary to research whether there is any guidance on position of magnetic arrow related to direction of magnetic variation or variation change and draft appropriate guidance for S-4 NCWG Letters 03 & 08/17.	Secretary	Completed
31.	9.4	Secretary to draft amendments to S-4 Part A.500 for digital reprostat (vector and raster) and circulate to WG members for review. NCWG Letters 06/17 & 01/18	Secretary	Completed
32.	11.1	Secretary to amend INT1 subWG TOR and procedures as agreed Sent to IHO Sec 27/07. NCWG 03/17 refers	Secretary	Completed
33.	11.1	Secretary to investigate posting a list of anticipated and approved changes to INT1 on website Included in Bulletins page	Secretary	Completed
34.	11.2	UK to prepare a preliminary draft of INT1 Section V Draft circulated to INT1subWG 2/11/17	UK	In progress
35.	14	Secretary to prepare revised membership list with membership of subWG indicated. Also to contact non-active members to enquire whether still involved. NCWG Letter 05/2017, email final 11/01/18	Secretary	Completed
36.	14.3	IHO (Sec) or Chair to consider demonstrating the ESRI 'products on demand' (maritimdemo.esri.com/pod) paper chart generator to HSSC9, as part of report on future of paper chart Done by Chair at HSSC9	IHO(Sec)	Completed
37.	AOB	Secretary to update NCWG EN template to include 'Possible impact on ENC' Sent to IHO Sec 27/07. NCWG 03/17 refers.	Secretary	Completed
38.	AOB	IHO(Sec) to consider whether ENs or submission papers for other WGs should include 'Possible impact on S-4' as well	IHO(Sec)	
39.	15	New NCWG officers to supply pictures and bios to IHO(Sec)	Mikko Hovi, Jackie Barone	
40.	15	All to consider whether their organization would supply a future secretary for NCWG, by end 2017 Offer from UK accepted.	All	Completed
41.	16	All to consider hosting NCWG4 in the period September 2018 to February 2019. Outcome agreed as NL 6-9 Nov 2018. SE to host NCWG5. Notified in NCWG 07/17.	All	Completed

Draft Agenda for 4th NCWG MEETING
6-9 May 2018, The Hague, Netherlands

Please assemble at 0915 for 0930 start (Tuesday) and 0845 for 0900 start (other days).
Close by approximately 1630 (1300 on Friday).

1. **Welcome, Introductions and Administrative Arrangements**
2. **Approval of Agenda**
3. **Status of Actions from NCWG3**
4. **Matters arising from HSSC**
 - 4.1. Notes from HSSC9 and HSSC10 **(Chair)**
 - 4.2. Actions from HSSC9 and HSSC10 **(Chair)**
 - 4.3. Report from S-100WG **(Chair)**
 - 4.4. Report from ENCWG **(Chair)**
 - 4.5. Report from NIPWG **(IHO Sec)**
 - 4.6. Report from DQWG **(DQWG Chair)**
5. **NCWG Administration and Work Plan**
 - 5.1. Review of Terms of Reference and Detailed Procedures **(Chair)**
 - 5.2. Summary of progress, items completed **(Sec)**
6. **S-4 Chart Specifications, New and revised symbology**
 - 6.1. Future of Paper Chart [Work item A16] **(Harmon)**
 - 6.2. Future of S-4 [A28] **(Chair)**
 - 6.3. Protocol for considering portrayal requirements [A26] **(Chair)**
 - 6.4. Submarine cables [A29] **(ICPC)**
 - 6.5. Buried cables **()**
 - 6.6. Satellite derived bathymetry **()**
 - 6.7. Ballast Water Management Areas **()**
7. **INT 1 / 2 / 3**
 - 7.1. Report from Secretary of INT1 subWG [E1] **(Sec)**
 - 7.2. Development of new section V on data quality [E9] **(AU)**
 - 7.3. Symbol library [E10] **(US)**
8. **S-11 Part A**
9. **Liaison with other working groups**
 - 9.1. Document on 'equivalent' T&P NMs [H3] **(Chair)**
 - 9.2. S-101 Portrayal **(Chair)**
10. **Lessons learned from Marine Incidents**
 - 10.1. Vasco de Gama **(UK)**
 - 10.2. Nova Cura **(NL)**
 - 10.3. Muros **(UK)**
11. **Review of Actions and Work Plan**
 - 11.1. Review of Meeting Actions
 - 11.2. New items for Work Plan
12. **INF papers, reports and Any Other Business**
13. **Date and location of next meetings**

NCWG5 - October/November 2019 - Sweden (tbc)
NCWG6 - November 2020 (tbd)

14. Closure of meeting

Paper for Consideration by NCWG
[Short descriptive title]

Submitted by:	MS or Organization
Executive Summary:	Brief summary outlining the intention of the paper
Related Documents:	Any relevant documents and references to the extent that they are known to the originator
Related Projects:	Any related projects that may impact upon considerations

Introduction / Background

An introduction and any relevant background.

Analysis / Discussion

An analysis and/or discussion of the issues involved.

In analysing the issues, the following should be considered and addressed as appropriate:

- is the subject addressed by the paper within the scope of IHO objectives?
- is the subject of the paper within the scope of an item of the current IHO work programme?
- do adequate industry standards exist?
- do the benefits justify the proposed action?
- are there any potential cost impacts on the maritime industry, Member States or other involved parties?

Conclusions

Any conclusions that may be drawn from the analysis/discussion.

Recommendations

Any resultant recommendations.

Justification and Impacts

Justification or impacts of any proposed action or recommendation. This should include:

- identifying the benefits which would accrue from any proposed action;
- identifying any resource implications resulting from the recommendations, such as the number of working group sessions, expertise, need for expert consultants, funding, etc.;
- possible impact on ENC;
- possible impact on standards (S-4, S-1xx...) and possible impact for the implementation of the consequences of the proposed action or recommendation
- identifying which other HSSC working group(s) are essential to completing any proposed new work items;
- the date when any proposed new work item is expected to be completed;
- the proposed priority (high, medium or low);
- any related activities that may impact on a proposed work item or decision.

Action required of NCWG

The NCWG is invited to:

- a. endorse
- b. agree
- c. note
- etc.